**RESUME**

Periyannan K

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**Objective:**

Enthusiastic and motivated recent graduate with a Master of Business Administration in general management seeking an entry-level position in Human Resources. Eager to apply my strong communication skills, attention to detail, and passion for learning to support HR initiatives and contribute to organizational success.

**Education:**

Master of Business Administration in general management

Periyar University, 2018

Bachelor of Engineering in Electrical and Electronics Engineering

Anna University Chennai, Trichy

2014

Diploma of Electrical and Electronics Engineering

Department of Technical Education (DOTE), Trichy

2011

**Relevant Coursework:**

Human Resource Management Principles

Organizational Behavior

Recruitment and Selection

Employee Training and Development

Performance Management

HR Information Systems

**Skills:**

Excellent communication skills, both verbal and written

Strong attention to detail and organizational abilities

Proficient in Microsoft Office Suite (Word, Excel, PowerPoint)

Ability to work effectively in a team environment

Quick learner with a proactive approach to learning new concepts and skills

Basic understanding of HR principles, policies, and procedures

Strong problem-solving and analytical skills

**Experience:**

Electrical Engineering Intern

Kone Elevator indaPvt.ltd

, Bangalore

Assisted engineering team with various projects and tasks, including circuit design, testing, and troubleshooting.

Participated in team meetings and brainstorming sessions to contribute ideas and insights.

Conducted research on emerging technologies and industry trends to support project development.

Collaborated with cross-functional teams to ensure project objectives were met within established timelines.

Developed technical documentation and reports to communicate project progress and findings.

Provided exceptional customer service to clients, addressing inquiries and resolving issues in a timely and professional manner.

Handled incoming calls and emails, accurately documenting customer interactions and providing appropriate follow-up.

Processed customer orders, returns, and exchanges efficiently and accurately.

Maintained a positive and friendly attitude while working in a fast-paced environment.

Collaborated with team members to achieve departmental goals and deliver high-quality service to customers.

 Thank you